**Task 1.3 - Project Risk Spreadsheet**

**[goal]**

You are a UK-based tech start-up called Zen Cycle. Zen Cycle provides an artificial intelligence software programme called ZenAI. Zen Cycle is looking to apply its ZenAI software to improve the inventory management of bicycle shops in the UK, Oxfordshire area. You are a Project manager planning a project extension to task to follow up on a piece of funded work to test ZenAI in a real life use case with a hope of securing more funding.

**[deliverable ask]**

Please complete a ‘Project Risk’ excel spreadsheet. This spreadsheet will specifically highlight any potential issue, or change, that could cause a risk to the delivery of the defined project work packages and outputs at the delivery schedule outlined in the project plan that has been agreed with the key clients and stakeholders.

This spreadsheet will provide a number of risks specific to the Zen AI POC project (this should be for 3-6 risks for a project of this scale and duration. Specifically this spreadsheet will contain a) a specific title and number for each risk, b) the details of how the risk could affect the successful delivery of the project, c) the likelihood of the risk (based on a low, medium or high probability of likelihood), d) the impact of the risk occurring (based on a low, medium or high impact on the successful delivery of the project), e) a proposed mitigation to address the risk f) a revised risk likelihood (following the mitigation described in (e)) and g) a revised impact assessment (following the mitigation described in (e)).

The structure of the ‘Project Risk’ spreadsheet will outline the following titles for each column heading (Number, Title, Details, LIkelihood, Impact, Mitigation, Likelihood (after mitigation) and Impact (after mitigation)

Each heading should be represented in bold font. All likelihood and impact (d, e, g and h) cells should be colour coded according to a traffic light system, where the following colours equate to the appropriate level of impact/mitigation.

Red = High

Orange = Medium

Green = Low

The following inputs will aid the population of the spreadsheet by providing information and data for each part of the assessment as follows:

INPUT 1 - Project Plan- Bicycle shop AI POC Project plan (High Level - no costs) (a, b, c, d)

INPUT 2 - Zen Cycles (Bob's Bikes use case) Basic Project plan overview GANNT chart (a, b, c, d)

INPUT 3 - Zen Cycles - Capability Statement (a, b, c, d, e)

INPUT 4 - Outline requirements for Zen AI funding submission (a, b, c, d, e)

INPUT 5 - Bob's bikes Requirements doc - Cowley Road (a, b, c, d, e)

You are attempting to get grant funding from a UK based organisation that supports the development of Artificial intelligence tools for local businesses. As a new technology start up, your company (Zen Cycle) would benefit from getting this funding as it would enable your ‘proof of concept’ software programme (Zen AI) to be used in practice for a specific use case (specifically a bicycle shop in Oxford, UK). This is a component task of a larger submission that is outlined in the docx file attachment called 'INITIAL REQUIREMENTS\_Funding competition'

**[context]**

You are attempting to get grant funding from a UK based organisation that supports the development of Artificial intelligence tools for local businesses. As a new technology start up, your company (Zen Cycle) would benefit from getting this funding as it would enable your ‘proof of concept’ software programme (Zen AI) to be used in practice for a specific use case (specifically a bicycle shop in Oxford, UK). This is a component task of a larger submission that is outlined in the docx file attachment called 'INITIAL REQUIREMENTS\_Funding competition'

**[Introduction to the deliverable]**

The following Excel spreadsheet provides a Project Risk Register that outlines the main risks to the grant funded Zen AI POC Project that is being deployed at Bob's Bikes (Oxford). It describes the risks in terms of their likelihood and impact and also outlines mitigation strategies to help reduce both measures. Please see the associated 'INITIAL REQUIREMENTS\_Funding competition - BridgeAI Innovation Exchange\_ Empowering AI Innovation' document for further details on the funding and reporting requirements for the project.